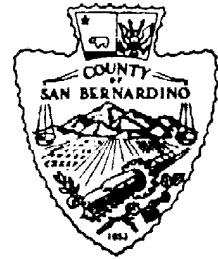


# INTEROFFICE MEMO



**DATE**

**PHONE**

**FROM**

**TO SHERIFF'S VOLUNTEER FORCES**

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**SUBJECT REQUEST FOR TRANSFER OF VOLUNTEER UNIT**

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I, \_\_\_\_\_, request a transfer from

Unit Name and Number \_\_\_\_\_ #\_\_\_\_\_ to

Unit Name and Number \_\_\_\_\_ #\_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

+++++

Unit Coordinator (Unit Transferring From) [ ] Approved [ ] Denied

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Unit Coordinator (Unit Transferring To) [ ] Approved [ ] Denied

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

+++++

Section 7/540 Reassignment Request: Volunteer members requesting a transfer to another unit shall complete the top section of the Request for Transfer form and submit the request to their volunteer unit coordinator. The coordinator may either approve or disapprove the request. If approved, the request form shall be forwarded to the coordinator of the unit to which the volunteer wishes to transfer. The unit and/or the coordinator may either approve or disapprove the transfer request. A copy of the completed request form shall be sent to the Volunteer Forces Unit, who shall ensure reassignment orders are issued. Upon reassignment, the local personnel folder shall be forwarded to the new unit coordinator.

Please send the station file to the coordinator of the new unit. Do not send it to Volunteer Forces.